

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 0698***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: CONCRETE WORKER**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to operate equipment and perform manual work functions associated with pouring concrete , setting forms, and finishing concrete for curbs, gutters, sidewalks, driveways, and other concrete areas.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Performs concrete preparation/finishing tasks, which may include measuring/markings area to be formed, leveling area and setting grade, setting up forms, setting drains in floor slabs, pouring concrete into forms; spreading concrete into sections of forms and shaking down poured cement, leveling cement to appropriate depth/consistency, shaping surfaces and molding expansion joints, finishing/smoothing poured concrete surfaces to specified textures, removing rough or defective spots, repairing/patching concrete surfaces and holes, and breaking up old concrete.

Performs general construction work and assists with building/office renovation projects, which may include building/erecting wall frames, hanging/finishing sheet rock, hanging wall cabinets, hanging doors, installing wooden flooring, and repairing roofs.

Performs various manual tasks associated with department projects, which may include troubleshooting plumbing problems, repairing leaks in concrete walls, repairing small electrical components, cutting steel, cutting wood, cutting trees/branches, digging holes/ditches, spreading road materials, disposing of debris, moving furniture, lifting/moving heavy materials, and flagging/directing traffic.

Assists with department landscaping projects.

Operates a variety of machinery, equipment and tools associated with department projects, which may include a utility truck, forklift, trowel machine, table saw, chain saw, skill saw, concrete saw, band saw, concrete vibrator, jackhammer, air compressor, finishing tools, measuring devices, shovel, pick axe, and mechanic tools.

Tests machinery, equipment and parts for proper operations; reports problem situations.

Performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, washing/cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Transports, loads and unloads various equipment and materials used in projects.

Utilizes safety equipment and monitors work environment to ensure safety of employees and other individuals.

Prepares or completes various forms, reports, correspondence, or other documents.

Receives various forms, reports, correspondence, receipts, invoices, packing slips, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

### **ADDITIONAL FUNCTIONS**

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by one (1) year previous experience and/or training involving concrete work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a variety of reference data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.